

PERUGA AT WOODHEYS WEDDING BOOKING FORM

**To confirm your booking please complete this form and return it to Peruga with your deposit**

Wedding Date: \_\_\_\_\_ Wedding Time: \_\_\_\_\_ Exclusive Use: YES/NO  
Married on Site: YES/NO In Restaurant: YES/NO In Function Room: YES/NO  
Approximate Numbers: \_\_\_\_\_ Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_  
How did you hear about Peruga as a wedding venue? \_\_\_\_\_

CONTACT DETAILS:

Bride's Name: \_\_\_\_\_ Tel No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_  
Email : \_\_\_\_\_  
Groom's Name: \_\_\_\_\_ Tel No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_  
Email : \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_ Tel No.: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_

DEPOSIT DETAILS:

£500.00 paid via: DEBIT CARD / CREDIT CARD (a 3% (£15) surcharge is levied to credit card payments)/CASH/CHEQUE (Made payable to "Artizen Ltd.") or Bank transfer Bankers – HSBC. Sort Code – 40-31-17. Account No – 91529277, ensuring your wedding date and surname are used as a reference number to enable allocation of payment to your wedding.

Date of Payment: \_\_\_\_\_  
Paid by: \_\_\_\_\_  
Received by: \_\_\_\_\_

**Please date and sign below to confirm that you have read and accepted our Booking Terms and Conditions for yourself and on behalf of all for whom this booking is made.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Office Use Notes: (re Min spend, room hire, menu).

## **PERUGA AT WOODHEYS WEDDING BOOKING TERMS AND CONDITIONS**

### **Provisional Booking**

A provisional booking is normally held for 14 days. This puts neither party under obligation to confirm the function. The booking will be released unless we hear from you in 14 days.

### **Confirmation, Deposit and Provisional Numbers**

A £500 deposit (which is non-refundable) is required along with a completed and signed Booking Form to confirm the booking by the 14th day.

Provisional numbers are required at the time of booking with final numbers being confirmed to Peruga at Woodheys 4 weeks prior to the wedding day.

### **Payment Terms and Final Numbers**

A payment of £1000 will be required 12 weeks prior to the wedding date.

The final balance will be required to be paid 4 weeks prior to the wedding date.

Final numbers will also be required 4 weeks prior to the wedding date. If final numbers are not provided the numbers supplied to us provisionally will be used to calculate your invoice. Please note this final number is the minimum you will be invoiced. If numbers change (reduce) considerably it may affect prices.

Should any extra meals have to be provided that had not originally been pre-ordered, then these, along with any other additional items, requested on the day/evening, will require payment before your departure.

Bar accounts are to be paid for on the day of the function. The client agrees that all outstanding bar accounts and any other outstanding charges will be charged to the client.

Payments can be made by cash, credit/debit cards as recognised by Peruga at Woodheys, cheque made payable to Artizen Ltd or Bank transfer Bankers – HSBC. Sort Code – 40-31-17. Account No – 91529277, ensuring your wedding date and surname are used as a reference number to enable allocation of payment to your wedding.

If paying by credit card a 3% surcharge is levied.

### **Menus, Special Dietary Requirements, Allergies**

As all ingredients are fresh on the day and therefore seasonal, it may be necessary to substitute any item that may not be available on the day.

Please advise any special dietary requirements at the same time as the final numbers.

Due to the presence of nuts, sea foods and other foods that various individuals may be allergic to in our restaurant, there is a small possibility that traces may be found in any of our items.

### **Prices**

Whilst every effort will be made to maintain prices, due to advanced time frames that weddings are booked prices are subject to increase and Peruga at Woodheys reserves the right to alter prices. Prices will be finalised 12 weeks prior to the wedding date.

### **Minimum Numbers**

For exclusive use there is a minimum charge for certain days.

### **Cancellations**

In the unfortunate event of a cancellation the deposit will be forfeited and the following cancellation charges will apply:-

Within 12 weeks of the event 50%

Within 4 weeks of the event 100%

### **Insurance**

It is our policy to make sure you consider insurance. This can be done for a very small premium and can cover the cost of the cancellation and other liabilities. Any contract of insurance would have to be made direct by you with the insurance company involved. Debenhams offer wedding insurance along with many other companies.

### **Liabilities**

Peruga at Woodheys cannot be held liable or responsible for any loss of or damage to property of the client or their guests.

Peruga at Woodheys cannot be held responsible for any delay, cancellation or failure to perform duties if the reason for such failure/situations be the result of circumstances beyond its reasonable control.

The client is held responsible for any stolen property and damage caused to the premises or its contents by the client, their guests or any sub-contractors such as entertainers or suppliers. The client will be responsible for the cost of repairing such damage or, if repair is not possible, then the cost of replacement will be incurred.

As with all buildings, it is necessary to have maintenance and whilst we endeavour to ensure the premises are as free as possible from maintenance or any building work, we cannot guarantee that the building or grounds will be exactly as present.

**Peruga at Woodheys, Glossop Road, Marple Bridge, SK6 5RX.**

**Tel: 0161 241 0412**

**Email: [dine@peruga.co.uk](mailto:dine@peruga.co.uk)**

**Web: [www.peruga.co.uk](http://www.peruga.co.uk)**

**Ref 010513**